

YOUTH SERVICES POLICY

Title: Facility Tours Next Annual Review Date: 09/10/2013	Type: C. Field Operations Sub Type: 1. General Number: C.1.18
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References: La. R.S. 14:402; and La. C.Cr.P. Art. 215.2, ACA Standards 4-JCF-2A-20, 4-JCF-3A-19, (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.16 "No Smoking and Tobacco Free Policy, C.1.13 "Legislative Request/Communication, Media Access and Public Information, C.2.5 "Searches of Visitors", and C.5.1 "Performance Data and Information, C.2.16 "Gate Entrance Posts for Secure Care Facilities (Front, Rear/Back, Pedestrian and Vehicular), C.2.22 "Contraband Control - Secure Care Facilities"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 09/10/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish guidelines for providing tours at OJJ secure care facility properties.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Regional Directors, YS Communications Director, Facility Directors, secure care facility staff and potential tour participants.

IV. DEFINITIONS:

Tour - One or more persons not employed by or associated with the Office of Juvenile Justice (OJJ) who is allowed on OJJ facility property to observe any part of a facility or program.

V. POLICY:

Tours of facilities are granted for the purpose of educating interested persons about OJJ, its goals, objectives, and programs. Tours are typically granted to persons interested or involved in juvenile justice, such as state or local officials, Juvenile Justice professionals from other agencies, and students. Tours are not granted for the purpose of showcasing a punitive environment. (Refer to YS Policy C.1.13).

VI. PROCEDURES:

A. Organization and Administration

1. The Facility Director shall organize the tour program.
2. The Facility Director shall notify the Regional Director of the proposed tour before it actually takes place, including the name of the requesting organization and the size of the group.

B. Scheduled Tours

1. The following information shall be required in advance for all requests:
 - a. Name of the group or organization making request;
 - b. Number in the group;
 - c. Names of persons who plan to participate in the tour; and
 - d. Specific interest of the group.
2. Requests for tours shall be reviewed by the Facility Director/designee, and approved on a case-by-case basis.
 - a. Students must be older than 18, unless granted an exception by the Facility Director, and part of an educational program.
 - b. Persons who are on parole/probation status in the community, former OJJ youth, or family members of youth currently under OJJ custody, must be individually approved in writing by the Facility Director to participate in a facility tour.
3. A tour guide shall be appointed by the Facility Director/designee.
4. Approved tours shall be confirmed by telephone by the Facility Director/designee, to the person in charge of the visiting group.
5. The front gate shall be notified of all tours in writing, at least 24 hours in advance by the Facility Director/designee.
6. Tour size and route shall be determined based on the focus of the tour group. Youth may be involved in conducting some aspects of the tour whenever it is deemed appropriate by the Facility Director.

C. Tour Guide Duties and Responsibilities

1. The Facility Director shall ensure that all tours are supervised by staff and include an appropriate staff to visitor ratio.
2. All tour groups shall be met at the front gate. Tour participants must check in and present photo identification, register in the Visitor Log and receive a visitor ID (if applicable). Upon completion of the tour, all participants shall sign out and return the visitor ID if one was issued, in accordance with YS Policy C.2.16.
 - a. Persons without prior authorization to participate in the tour shall be denied access into the facility.
 - b. All tour participants and their belongings shall be searched prior to admission to the facility, in accordance with YS Policy C.2.5.
 - c. Persons who attempt to bring any contraband into a facility shall be denied access into the facility, in accordance with YS Policy C.2.22.
 - d. Tobacco products, fire igniters (lighters or matches) and cell phones may be held in a locked box at the front gate or in the visitors' personal vehicles.
 - e. The facility may terminate an individual's tour for any violation of facility rules or for any conduct that threatens the security or orderly operation of the facility. The facility may also ban the individual from the facility and/or restrict the visitor's future access to any OJJ secure care facility.
3. Tour guides shall advise tour groups of the following guidelines:
 - a. The group must stay together at all times.
 - b. No cameras, cell phones or tape recorders are allowed without specific written authorization of the Facility Director.
4. Tour records shall be maintained at each facility with the following information:
 - a. Name of group and sponsor;

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- b. Names/ages of persons on tour; and
 - c. Time/date of tour.
- 5. Each facility shall report all tours conducted on a monthly basis through the narrative section of the C.5.1 Report.

Previous Regulation/Policy Number: C.1.18
Previous Effective Date: 4/27/2010
Attachments/References: